

Your Area Organiser is:

Tel:

Email:

Thank you for agreeing to undertake the task of Local Organiser for the Friends of Kent Churches Ride & Stride. We much appreciate your hard work to make this non-denominational event possible and successful.

Here are some notes to help you, if you have any queries, please get in touch with me

Rosemary

Rosemary Dymond - County Organiser

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BRIEF FOR LOCAL ORGANISERS

PREPARATIONS BEFORE THE DAY

Numbers and sponsors are vital for our success!

- Use your parish magazine to advertise the Ride & Stride (preferably for a couple of months), giving your name and phone number or email address as a contact.
- Can youth leaders and their groups; schools; local cycle clubs, etc. be persuaded to take part or sponsor?
- Consider organising your own church event to coincide with the Ride & Stride.

Many riders and striders are hesitant to ask for sponsorship. You could help by suggesting likely sources of sponsorship and encouraging them to start early, or sign up to JustGiving which is Kent Ride & Stride's choice this year for online sponsorship. (If they are using JustGiving please ensure that the participants create a page specifically for the Ride & Stride event, and name the church/chapel they are raising funds for.)

GIFT AID

This is so important. Please ask participants to encourage their sponsors to contribute using Gift Aid wherever possible – and as directed on the sponsor forms. In recent years, completing this information has enabled us to claim an additional £20,000 p.a.

FINAL PREPARATIONS

The team who sit in the church to welcome your visitors must be organised. Encourage Welcomers to seek sponsorship for the time they spend in the church. Refreshments are always much appreciated: some churches provide more than drinks and biscuits. A first-aid box is useful. ***Please make sure your church has the Welcome Form (E overleaf) clearly displayed.*** If you have spare copies of the Sponsor Forms, lists of participating churches/chapels and stickers please leave them in the church, so these can be handed out on the day. Churches can also put suggestions of other churches in the vicinity to visit on their welcome sheet.

If at any time you have to close the church, please put the Welcome Form onto the door for visitors to sign.

THE PAPERWORK

Local Organisers will receive:

A. Posters advertising the event

Distribute as widely as possible. Ensure **your** name and telephone number is on these before distribution and display.

B. Participants Forms

Can you please ensure your name, as Local Organiser, is also on each of the sponsor forms you distribute.

1. **Yellow** sponsor forms. Correct completion of these is essential in enabling us to claim for Gift Aid, so it is very helpful if you could encourage participants to complete these in full. Please ensure each participant marks what activity they have undertaken.
(Please note, where a group are only submitting one form - eg. a cycling group – it is important we have one specific name and address, in order to claim Gift Aid on their contribution.)
2. **White** forms allow riders and striders to list the churches and chapels they visit. Sponsored Welcomers at the church do not need this form.

C. Stickers – to identify riders and striders

D. Lists of churches and chapels participating

To be displayed in the church and circulated to interested parties. Updates will appear on our website. Lists of churches open in other counties can be found online.

E. Yellow Welcome Forms

These are for recording the names of every visitor to the church on the day. It is helpful if each member of a group adds their name, as this enables us to see how many people participate in the event. If at any time the church is closed, please display this form on the door.

F. Arrows – to help locate the registration point.

G. Remittance Form – Please complete after the event showing amounts raised by each participant.

Return to the Treasurer in the envelope provided together with:

1. Sponsorship Forms for each participant
2. Churches and Chapels Visited Forms for each participant
3. Your Church's Welcome Sheet
4. Sponsorship Money: See instructions on Remittance Form.

Please note: if you need any additional forms, these are available on the Kent Ride & Stride website: www.kentrideandstride.co.uk, or from the County Organiser. Please will as many of you as possible transfer your sponsorship money to the Treasurer by means of BACS .